



EMBASSY OF THE UNITED STATES OF AMERICA

In Windhoek Namibia

**SCOPE OF WORK
FOR THE PURPOSE OF A
CONTRACT**

**TECHNICAL SPECIFICATIONS
For
CMR Laundry Room Door
13 Von Eckenbrecher**

LABOR-MATERIAL REQUIREMENTS TO PERFORM SERVICES

FOREWORD

The Embassy of the United States of America, in Windhoek Namibia is soliciting services of labor; materials and fully comprehensive work to perform create an alternate entrance into the laundry room area. This will included demolishing a wall and installing a door and creating an alternate entrance for a bathroom. Trades to be included: masonry, plumbing, painting, tile work, joinery.

1. GENERAL

- The contractor shall provide all materials necessary for the fully comprehensive work, unless otherwise specified.
- The provision of skilled labor means Certified/trained laborers with at least three years experience in their particular field, equipped with all hand/electrical tools, etc. necessary to carry out their work.
- The contractor shall schedule the work with a two-day advance notice
- The contractor shall furnish the following documentation at time of bid.
 - Price breakdown of work according to SOW
 - Timeline for work
 - Certifications of skill sets for all foremen/supervisors
 - Contact information for on-site supervisor
 - Copy of insurance policy for civil liability
 - 3 references of previous work (Pictures and contact info)

The above documentation is **mandatory** at time of Bid. Otherwise contractor will be deemed “Unacceptable”.

2. WORK TO BE DONE

Remove tile and fixtures from bathroom #1 and create an arch way or opening joining the bathroom to the laundry room. This wall will most likely have some plumbing that needs to be removed. Install a slop hopper (mop sink) where the toilet is currently, it should have both hot and cold water; install a shelf that goes above the sink to hold cleaning supplies. 15x15 mm or 15x7.5 mm white ceramic tiles to be installed on the walls surrounding the slop hopper.

In the room adjoining the laundry room install cabinetry with Formica counter top that will go along the wall, distance estimated at 2.5 meters. Cabinetry shall have a wipe-able surface and be of good quality joinery. It shall have hinges and door handles. *provide samples in bid. Build wall separating garage and specified room. Build in French door way in the wall. Door shall include all hardware.

Bathroom #2, build a wall to separate the bathroom from the bedroom. Paint the side of the wall facing the bedroom to color “Broken White”. Remove existing tile on the floor and walls. Install 30x30 mm light grey tile on the walls and 30X30 mm medium grey tile on the floor in the bathroom. *floor tile shall of a matte finish to not be slippery when wet. *sample of tile shall be approved by COR prior to install. Take out the shower pan and doors, take out plumbing from wall. Where the shower meets the exterior wall install a door that will be lockable from the inside to have privacy in the bathroom. A lintel will need to be installed to support the weight since it is a load bearing wall, take the precautionary measures to ensure support to structure during construction. Install similar tile on the floor in the bathroom and on the wall if possible.

Walls will need to be repaired and painted to a color matching the adjoining walls. At the conclusion of the work the site shall be cleaned and presentable. In so much that a secondary cleaning company shall not have to be hired to clean the space after project is completed. The contractor is able to hire a cleaning company but the U.S. Embassy shall not have to hire on to make the space usable.

Site Limitations: Work shall only be performed during regular business hours. M-F 0830 – 1700. A maximum of 6 workers shall be allowed on site, due to escorting limitations. All workers shall be working; no one shall sleep onsite. If a worker does sleep onsite he/she will be escorted off site for the remaining of the day and a fine of N\$1,000 per person, per incident. Lunch of 1 hour is allowed and shall be eaten off site. If a worker does decide to sleep during lunch it is allowed so long as his/her lunch hour does not go over 1 hour.

Here is a rough guide as to what the final product should look like.



Performance period: Estimated 28 calendar days *during walk through give evaluation of performance period.

Work will be completed by end of performance period or Contractor agrees to pay a 1% of the total contract value for each day as a fine or liquidated damages for going over the date. If there are any concerns regarding the Performance period please raise the concern during the site visit.

Warranty of work: The contractor agrees that

- Materials and equipment used by the contractor and any subcontractor will be new and of good quality unless otherwise required
- The work will be **free from defects for a period of 1 year** and other than those inherent in the work as specified
- Work will conform to the requirements of the contract documents.

Site Conditions: The site will be free of any debris related to the construction services at the end of the project. Cutting or welding on the ground shall not leave any markings of any kind. To prevent marking the ground it is recommended that the cutting or welding be done offsite or have a protective layer for the pavers/ concrete. Paint will be cleaned up using an outdoor faucet away from the house. There shall not be any paint residue left at the faucet area.

3. LABOR

All the work to be carried out at the site, not described in the list of the fully comprehensive work shall be calculated on a time and material basis approved by the COR.

Schedule a walkthrough with the COR at least one week prior to the completion of work for a SUBSTANTIAL COMPLETION walkthrough. At which point the COR and the contractor will agree upon a punch list or items remaining to be completed prior to FINAL COMPLETION. Both parties will agree upon a time frame for the work to be done. At the Final Completion a walkthrough will be done and a certificate will be signed. The one year of warranty will be based upon that date. A retainage of 10% of the contract value will be withheld until the Final Completion Certificate has been issued.

4. EVALUATION OF OFFERS

Evaluation for awarding the contract shall be based upon economic offer and proven performance verified by references or already quality or work.

Substantial Completion Inspection

Inspecting work done so far as per the Scope of Work.

List any deficiencies needed to be completed to obtain Final Completion Certificate.

Work to be completed by Date: _____

[illegible]

Embassy of the United States of America



Windhoek, Namibia

Final Completion Certificate

I, (COR) _____ here by award (Contractor) _____
with a Final Completion Certificate for their work at _____.

The work has been deemed complete and satisfactory according to the Scope of
Work. Any and all remaining payments are authorized to be released to the
contractor.

Signature _____ Date _____